

STANDARD FORM NO. 64

SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 December 1957

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 52, 17 December - 24 December 1957

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1. [] held a meeting with [] Deputy Chief, Finance Division for the purpose of discussing the method of including the procedures outlined in the new Field Handbook [] in the Budget and Finance Procedures course. It was informally agreed that inasmuch as Administrative Procedures or Operations Support is a prerequisite to the Budget and Finance course and that a full coverage of the Handbook [] is to be given in these courses, only a review followed by a practice problem and critique would be given in the Budget and Finance course. It was further agreed that if for some reason students in the Budget and Finance course had not had the prerequisite, coverage would be given as required.

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2. [] has directed a memorandum to [] Executive Officer, Office of Logistics, with copies to [] Deputy Chief, Finance Division, and [] Office of Logistics Training Officer, outlining methods and time required for including the procedures contained in Field Handbook [] in the Administrative Procedures, Operations Support, and Budget and Finance Procedures courses.

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3. [] prepared a memorandum for the signature of Chief, Operations Support Faculty, directed to Chief, Administrative Officer, OTR requesting the construction of a combination blackboard, magnet board, blanket board, chart display board and movie projection screen in Room 136, [] The construction of requested Training Aid would enable the Operations Support Faculty to dispose of the numerous individual training aids, such as, blackboards, magnet board, blanket board, portable projection screen, A-frames, etc. which are required at the present time, and thereby provide for a more professional classroom atmosphere.

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4. [] attended an IAC Sub-Committee briefing on the IPC on Wednesday, 18 December 1957.

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5. [] completed the I. O. on 20 December.

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6. The following members of the Operations Support Faculty are on Christmas leave:

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